

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 1	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> 1/4/2011
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<b>Position Title:</b>	Project Management Assistant
<b>Position Number:</b>	91-03
<b>Organization:</b>	USAID/Office of Education & Training (ET)
<b>Salary Potential:</b>	FSN-8
<b>Application Deadline:</b>	01/23/2011
<b>Salary Range for a Fully Qualified Candidate:</b>	Salary ranges between LE 69,295-LE110,875 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)

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**“Priority will be given to qualified FSNs who have been involuntarily RIF’ed.”**

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

## **BACKGROUND INFORMATION**

Under the general supervision of the Higher Education Team Leader, the incumbent will serve as an important member of the Office of Education and Training (OET).

## **BASIC FUNCTION OF THE POSITION:**

This position is located in the USAID/Egypt Office of Education and Training (OET). The incumbent provides administrative and project support to the Higher Education Team. The incumbent will be required to manage small independent projects of an administrative nature, as

well as assist with monitoring higher education, Science and Technology (S&T) Fund, and participant training activities.

The incumbent will provide support to U.S. and Egyptian employees, especially in the administration and implementation of projects. In response to general instructions, the incumbent may work with colleagues from the local donor community, national governmental, non-governmental organizations, and the private sector. Additional duties may be assigned.

The incumbent will work with implementing partners (IPs), especially those working with the Higher Education (HE) Team. The incumbent will be required to arrange/coordinate and attend meetings; maintain filing systems; track procurement actions; liaise with other Mission offices; and track project activities as requested. As described in detail below, the incumbent will work specifically on: administrative support; project support; S&T support; and participant training support. The incumbent will also be expected to draft basic correspondence, memos, and site visit reports, as necessary.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent will work with the Higher Education Team in order to provide programmatic and administrative support. Under the supervision/direction of the Higher Education Team Leader, the incumbent will perform the following tasks:

#### **Administrative Support (20%)**

1. Arranges meeting rooms when necessary, escorts guests, prepares travel reservations, and answers phones.
2. Ensures proper processing of files and maintenance of an appropriate filing system.
3. Maintains needed documentation to support periodic program and financial reviews and audits of the HE activities.

#### **Project Support (30%)**

1. Manages internal sub-obligation process for HE activities, including the processing of MAARDs and special justification documentation as required.
2. Assist Higher Education AOTR/COTRs with administration of cooperative and grant agreements.
3. Serve as AOTR on several grant agreements.
4. Maintains appropriate contact and collaborates with team members and other Mission offices, including FM, PROC, PROG, PROG/PR and LEG.
5. Attends site visits and/or meetings with partner institutions, officials, and implementing partner staff and then documents decisions or follow-up actions.
6. As required, represents the higher education team at functions or project events.
7. Participates in Data Quality Assurance exercises.
8. Updates on a regular basis website pages, briefers, and brochures.
9. Reviews grant deliverables as needed.

#### **Science and Technology (S&T) Support (30%)**

1. Assists the HE Team in maintaining day-to-day liaison with the Egyptian S&T Program Administration Office at the Ministry of Higher Education to: a) ensure expeditious processing of joint project proposals; b) organize workshops; and, c) coordinate expenditure data.

2. Cooperates with the Egyptian administrators, including screening all S&T project proposals for completeness, accuracy, and compliance with format guidelines.
3. Assists in making preparations for annual Joint S&T Board meetings and actively participates in the Joint S&T Board meetings.
4. Uses MS Word and Excel to prepare correspondence related to Joint S&T Board activities.
5. Initiates information sharing with Egyptian partners and U.S. Government (USG) agencies.

**Participant Training & TraiNet Support (20%)**

1. Collaborates with Higher Education Team members to facilitate Participant Training clearance packages leading to issuance of DS-2019 forms for international travelers.
2. Enters top tier data (activity lists) and prepares name lists for implementing partners' (IPs) staff who serve as R1s and R2s.
3. Reviews IPs' TraiNet data on a quarterly basis for accuracy and completeness.
4. Coordinates with Washington-based contractor SRA for TraiNet technical support.
5. Assists in conducting TraiNet training sessions for IPs.
6. Provides on-going participant training and TraiNet support to IPs, as requested.

**REQUIRED/DESIRED QUALIFICATIONS:**

- a. Education: College or university Studies are required. A university degree in the field of basic education, higher education, technology, or science is highly desired.
- b. Prior Work Experience: Two to three (2-3) years of substantive administrative and project management/planning experience is required. Experience directly related to basic education, higher education, technology or science is desired. Work experience with international and/or multinational organizations working in a development environment is desirable.
- c. Post Entry Training: Post entry training will be focused primarily on the established Agency policies, procedures, and regulations, as well as participant training and TraiNet. Organized/formal work related training (both internal and external) may be provided from time-to-time depending on course offerings and the availability of funds.
- d. Language Proficiency: Level IV in English and Arabic is required
- e. Knowledge: The incumbent should be familiar, or able to become familiar, with development activities, projects, and programs, in order to direct inquiries and respond to questions regarding Mission programs. The incumbent shall also be able to demonstrate a strong understanding of routine office procedures and practices. Broad knowledge of local/national culture, science, and technology and the university system is beneficial.
- f. Skills and Abilities: The incumbent is required to be able to: 1) obtain and evaluate a variety of data; 2) assist in planning, development, management, and evaluation of programs; 3) follow instructions, and organize, prioritize, and follow through on all assignments with minimal oversight; 4) demonstrate advanced numerical skills and, 5) demonstrate high level of proficiency in word processing, spreadsheets, and other computer applications (e.g., Microsoft Office, Excel, PowerPoint.) This position involves different overlapping tasks/projects characterized by shifting or changing priorities. The incumbent will be required at times to plan up to three months ahead of time for a smaller number of tasks.

The incumbent must demonstrate exceptional interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the OET, with other Mission teams, and with host country counterparts; 2) take initiative and be resourceful; 3) exhibit good judgment; 4) work diligently, tactfully, and effectively under pressure with little or no error; 5) demonstrate flexibility; 6) and, effectively manage and complete more than one task at a time. The incumbent must be willing to travel within Egypt by car and plane, for extended periods of time.

### **POSITION ELEMENTS:**

a. Supervision Received: The Project Management Assistant will work under the general supervision of the Higher Education Team Leader. The supervisor, as well as other team staff, will provide instruction and work guidance. In collaboration with the incumbent, the supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; 3) provide regular feedback to the incumbent throughout the Performance Evaluation Period; 4) prepare an annual Evaluation Report; and, 5) obtain input from the appropriate technical offices and team members.

The incumbent will work with a fair degree of independence, establish priorities, adhere to and meet established deadlines, and perform duties with minimal guidance and little or no follow-up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek, and outside the established Sunday-Thursday workweek, as necessary.

b. Available Guidelines: The incumbent must be able to understand all Mission and Agency-specific policies and procedures which govern Project Activity Management. Oral guidance from the supervisor and specific detailed instructions will be provided for unique assignments and it is expected that the incumbent will be able to act on oral guidance. The incumbent must be able to interpret evolving guidelines and policies affecting the management and monitoring of Higher Education and Participant Training programs; these include but are not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID and USG Policy Documents.

c. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use their personal judgment in determining approaches to resolving technical and administrative problems. In addition, considerable attention to detail is required in working effectively with representatives such as Program Implementers and host country partner institutes. The incumbent will follow and adhere to the Agency's Code of Ethics and Conduct; failure to comply will result in immediate corrective action, up to and possibly including immediate termination of employment.

d. Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the USG. However, within the scope of the assignment the incumbent will have the necessary authority to make commitments regarding dates for completion of assignments.

e. Nature, Level, and Purpose of Contacts: The incumbent will be required to establish and maintain working relationships with all categories of Mission personnel, in order to function effectively. The incumbent will be required to work closely with: 1) USG technical staff, both with the US Embassy and USAID; the Egyptian governmental, non-governmental personnel, and other foreign donor institution representatives. The purpose of contacts will be to: 1) maintain open lines of communication in support of USAID education and participant training issues; 2) maintain regular

communications regarding the timely management of activity functions and procedures; 3) collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) monitor and evaluate existing activities on a regular basis; and, 5) gather information needed for reporting information to the Department of State. The purpose of contacts will range from simple information gathering to assisting in the development of programs and documents with partners.

f. Supervision Exercised: This position is non-supervisory.

g. Time Required to Perform Full Range of Duties: One year.

### **SELECTION CRITERIA:**

<b>CATEGORY</b>	<b>SCORING PERCENTAGE</b>
Education/academic requirement*	20%
Experience*	10%
Language Proficiency*	30%
Knowledge*	10%
Skills & Abilities*	30%
<b>TOTAL</b>	<b>100%</b>

**\* As per details reflected under Desired/Required Qualifications above.**

### **RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting an up-to-date CV, quoting the position number, to USAID Human Resources Office, attention Sanaa Shoukry by no later than COB of the application deadline noted above.

Internal Mission employees can submit the CV in person, via inter-office mail, or by fax.

**External candidates should submit the CV by fax to 25160388 or via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov) (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.**

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years. Non-Egyptian candidates who have a valid, long-term resident visa in Egypt and who can obtain a valid work permit from the appropriate Egyptian authorities are eligible to apply.

The evaluation and selection process usually takes two to three months after the deadline. Successful applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once

your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If the external successful candidate meets all the qualifications listed in the position description, he/she will be appointed at the starting salary rate of the position. If s/he does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph  
USAID/Human Resources Officer